



"The most important thing in communication is to hear what isn't being said."

-- Peter Drucker

Purchasing Update

Division of Purchasing, Idaho Department of Administration

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UPPC Certification Testing



A certification examination for the *Certified Professional Public Buyer* (CPPB) and the *Certified Professional Public Officer* (CPPO) designations will be offered on August 20, 2004 in Boise.

Candidates are encouraged to get their application into the *Universal Public Purchasing Certification Council* (UPPCC) as soon as possible. It normally takes 6 weeks to review and approve the application. Application forms, instructions, and qualification criteria are available at the NIGP web site:

http://www.nigp.org/professional_development/CertSub.htm

Arrangements are also being made for a CPPB/CPPO review class to take place a few days before the examination. More information will be made available as soon as dates have been verified.



Training Opportunities

The Division of Purchasing will be offering the class *Developing and Evaluating Request for Proposals* in Pocatello and Coeur d'Alene this summer.

This seminar will examine what an RFP is, how it is used, how it is constructed, the evaluation process, and will provide a basic outline or "model" RFP for agency use. Target audience is anyone who has a need to develop, examine, approve, or evaluate an RFP.

Location: Idaho State University, Pocatello

Date: July 22, 2004

Time: 8 AM to 4 PM

Registration Deadline is July 1, 2004

Location: Idaho Transportation Dept, Coeur d'Alene

Date: August 26, 2004

Time: 8 AM to 4 PM

Registration Deadline is August 1, 2004

There is no cost to attend the above seminars presented by the Division of Purchasing staff. To register for these seminars online go to:

<http://www2.state.id.us/adm/purchasing/training.htm>

Boise Area Workshop Planned



A purchasing workshop will be held June 9, 2004 for the Boise/Southwest Idaho area. All purchasing personnel and contract users are invited to attend.

Location: Department of Environmental Quality
1410 N Hilton
Boise, ID

Time: 9AM to Noon

Agenda: 9 AM Refurbished Office Furniture – New Life Office - Kelly Way
9:30 AM Clean Cities – EPACT - Patti Best & June Ramsdell, DEQ
10 AM Break
10:15 AM Idaho Association of Community Rehab Program
Greg Katainen
Goodwill
10:45 AM Office Supplies Contract - Tom Hays, Boise Office Solutions
11:15 AM Sicommnet Changes
11:30 AM Statewide Contract Updates
Credit Card Processing, P-Card, Plastics & Paper, Copy Paper,
Photocopiers, Fax, Business Cards, and More

Following the workshop, agencies are invited to attend an open house at New Life Office to view their products.



Purchasing From Computer Contracts

The day-to-day WSCA pricing posted on the contractor's website reflects the pricing for individual, or small quantity purchases. Even better WSCA pricing is available for quantity buys. Contract users should always contact the WSCA computer contractors for additional discounts for quantity purchases. These strategic sourcing competitions among the WSCA contractors is

anticipated both by the current contracts, and by the RFP that is currently under evaluation. Experience has shown that deeper discounts (9 to 10% for orders have been recorded) are given for quantity purchases. That deeper discounted pricing is still WSCA pricing. It is available because of the quantity leverage, and because the purchase is under the umbrella of the WSCA contract.

School Districts and State Contracts



In the last legislative session, the legislature amended part of the code that deals with schools and contracts. The schools no longer have to go through the process of having the school board approve a resolution and getting the Administrator of the Division of Purchasing's signature before they can use any of our contracts. Within some restraints, if a contract has been competitively bid, the schools can use it

All that a school need do is contact the supplier and setup an account, verifying that state contract prices are to be applied. A list of state contracts is available on the purchasing web site at:

<http://www2.state.id.us/adm/purchasing/stwrecap.htm>

There are links on our contracts that will display the contract details and show the correct supplier representative to contact to set up an account.



Goodwill Staffing joins Association of Community Rehabilitation Programs

Goodwill Staffing Services (GSS), a division of Easter Seals-Goodwill Northern Rocky Mountain, is pleased to announce we have become a certified vendor under the State Use Law. Under Idaho Statute title 67-2319, the purchasing of products and services from rehabilitation facilities can apply to the staffing arena in the purchase of temporary help. Goodwill Staffing Services has been providing all levels of staffing since 1996, both in the private sector as well as for many State agencies.

Purchasing Q & A

Q: To what extent are vendors allowed to help with specification development before they are not allowed to bid?

A: Very few of us are subject matter experts and so we rely on a variety of sources to create our specifications. Vendors can be a valuable resource in specification development, but care must be exercised in using information presented by vendors. Vendor representatives can slant specifications to favor their particular product or services. As purchasing officials it is our job to ensure that every procurement is as open and competitive as possible. To assure the fair treatment of all vendors, *Idaho Code 67-5726 Prohibitions (6)* says:

(6) No vendor or related party, or subsidiary, or affiliate of a vendor may submit a bid to obtain a contract to provide property to the state, if the vendor or related

party, or affiliate or subsidiary was paid for services utilized in preparing the bid specifications or if the services influenced the procurement process.

Simply put, if you pay a vendor (or their affiliate or subsidiary) to create specifications for you, they cannot bid. If they provide a service that influences the procurement process they cannot bid.

How much help from vendors is too much? Ask yourself these questions: Is the vendor providing generic industry standards that I can use for competitive bidding? Are the specifications proprietary, favoring one particular product or service? A common practice among professional buyers is to collect specifications from a number of competing companies and craft generic specifications to allow for competition, rather than have one particular vendor create specifications for them. Most vendors are more than willing to help us develop specifications and that is a service we need. It then becomes the responsibility of the buyer to assess what has been provided and to assure that the vendor has not influenced the procurement process.

Q. Do I always have to buy from statewide contracts?

A. No, not always. If the item that you require is not on a statewide contract, you are not forced to purchase the one on contract. You should, however, closely examine your needs and determine if an item on contract will meet your requirements. If you elect not purchase an item on state contract you should have good, justifiable reasons why the contract item will not work for your operation.

Idaho Code 67-5726 says, in part: "...No officers shall fail to utilize an open contract without justifiable cause for such an action..."

Idaho Code 67- 5717 says, in part: "...Unless an acquiring agency can show a substantial difference between the required capabilities and the capabilities provided by such property available on open contract, all agencies must utilize such property available on such contracts..."

Many statewide contracts have provisions in them that allow you to purchase from other sources. Obviously it's not economically feasible to expect you to drive many miles or wait several days for delivery of a small cost item that is available locally. So, some contracts have minimum order quantities, minimum dollar amounts or restricted delivery areas that keep the contract cost effective for both the vendor and your agency. If your need doesn't meet these minimums, you do not have to use the contract. ***On the other hand, some contracts do not have minimum orders or quantities and the vendors will ship anywhere with overnight delivery at no additional cost and are mandatory use.*** Each contract needs to be read carefully before making such decisions. Agency purchasing staff need to know the limitations and options of each contract and communicate that information to their end users. Statewide contracts are posted on the purchasing website and may viewed at:

<http://www2.state.id.us/adm/purchasing/stwrecap.htm>

New Trade-in Request Form



The Division of Purchasing has developed a new State Property Trade-in Authorization Request Form for use by agencies. In addition to the form, an agency must also submit written justification determining that the trade-in is the best method of disposal. The justification must state why other methods of disposal will yield a lesser monetary return to the state, and provide comparative financial information. The form is available on the purchasing website in the “What’s New” and “Publications” links or can be accessed directly at:

<http://www2.state.id.us/ADM/PURCHASING/Trade-InPropertyRequestForm.xls>



Contract Updates

Office Supplies – Contract SBPO 1188 has been awarded to Boise Office Solutions commencing May 1, 2004 and expiring April 30, 2007. This contract is substantially different from previous ones in that there is no short list of ‘net’ priced items. Instead all items from the catalog are discounted from list. That means that you may notice an increase in some low cost items (like binders) where in the past the contractor was selling them substantially below their cost. On the other hand, you will see saving in other items (like toner and printer cartridges). Overall this new pricing strategy should provide a lower cost to the state.

With no list of net prices, how do you determine the lowest cost item? You will need to search the Boise internet ordering web site where all discounted prices are displayed. For example, a search for 3” view binders will bring up multiple choices with all the discounted pricing. You can then choose the one that meets your needs and your budget.

The contract is posted on the Purchasing web site and shows all of the contracted discounts by category and then by manufacturer in each category. Please be aware that these discounts are before the Administrative Fee assessed by the Division of Purchasing. The pricing on the Boise Office Solutions internet ordering site includes this fee. For example an item listed on contract at 55% discount is actually only 54.4% discount after the fee.

Plastic Bags & Liners – SBPO 1146 - A 5% increase in prices was granted Unisource effective May 1, 2004.

Copy Paper – SBPO 1084, 1085, 1086 - Contracts will be extended until September 10, 2004 to allow time for rebidding.

Plastic and Paper Contract - SBPO 1119 - Contract will be extended until September 21, 2004 to allow time for rebidding.

Facsimile Equipment – Contracts are being rebid. New contracts are expected to be in effect by August 1, 2004.

Digital Photocopiers – Awards have been appealed and have been referred to a Determinations Officer for a ruling. The awards are expected in the next few weeks.

Business Cards – SBPO 1113 - Contract will be extended until September 30, 2004.

Merchant Processing Services – A new contract is in the final stages of negotiations for point-of-sale credit card processing services and equipment. Start date is expected to be by July 1, 2004.